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United States Department of Agriculture  
 U.S. Extension Service,  
 Division of Cooperative Extension,

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MEMOGRAPHED MATERIAL

★ OCT 23 1951 3 SUGGESTIONS FOR PREPARING SPECIALISTS' PLANS OF WORK,  
 SOUTHERN STATES,

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A specialist's plan of work serves as a year's agreement between State extension officials and the United States Department of Agriculture as to need for, and method of, conducting a special part of the State's plan for extension work. The plan should not only serve to state aims and goals and to clarify the thinking of the specialist concerned, but should aid as an outline of procedure somewhat as the specifications accompanying a blueprint are followed by skilled workers under a contractor or builder. Part of the plans of work of each specialist should include definite specifications showing how the specialist concerned intends to extend his or her part of the State extension program of agriculture and home economics, correlated and coordinated in a manner similar to the way specifications for carpenter, bricklayer, plumber, etc., work on a building plan. The plan should show a coordination of effort with other specialists just as the contractor's specifications do, and yet be flexible enough to meet new situations.

The following outline may serve to suggest certain essentials which should be applied to all plans of work.

#### Cover page.

The cover page should carry name of State and project; specialists involved, and period of time covered. It should specify responsibility of each specialist employed, and, if part time, should state fractional part of time devoted to extension work and show what particular phase of the work is to be shared during the year.

#### I.

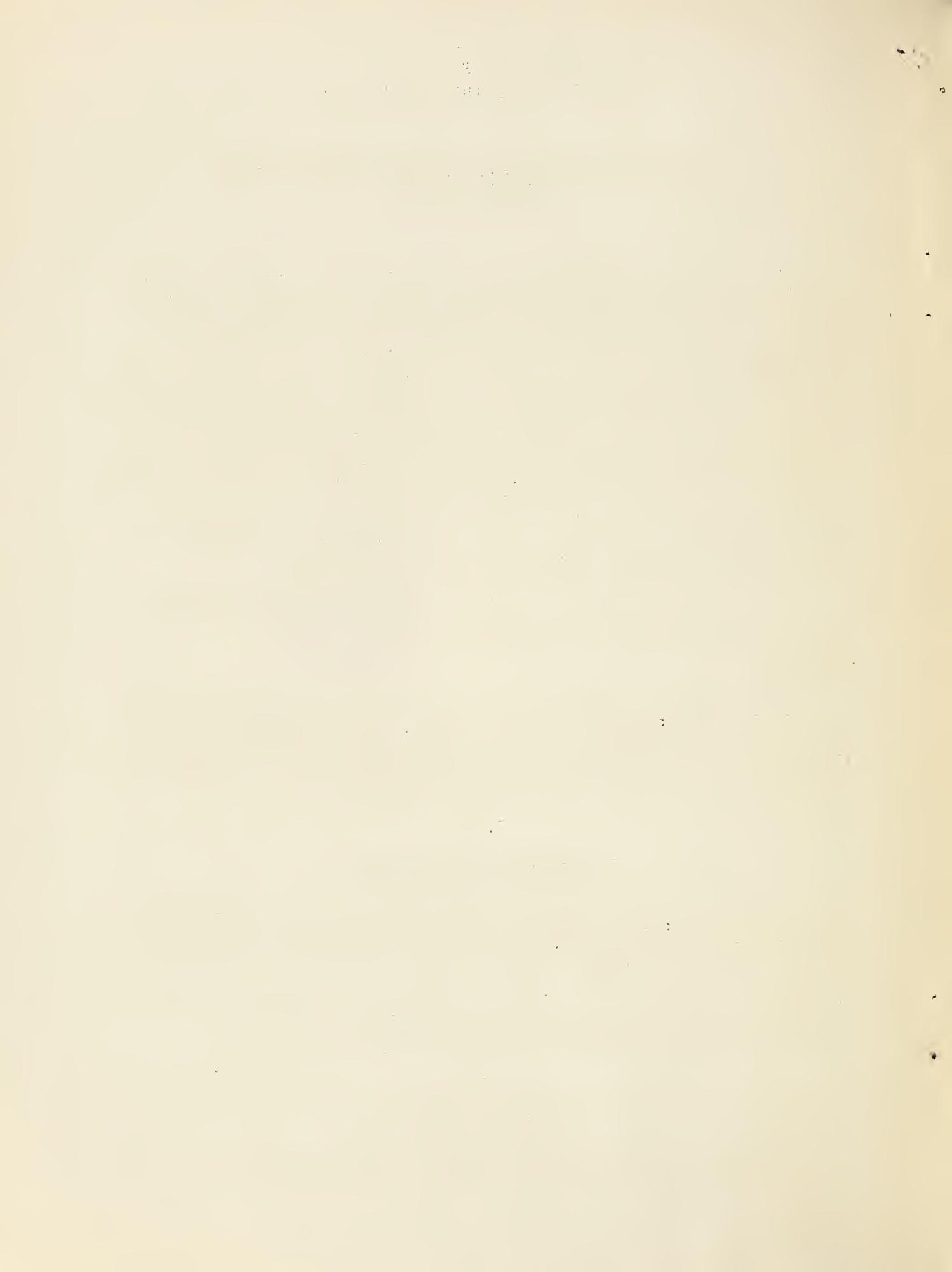
##### Situation or Background

The section on situation or background should include factual information designed to show the need or justification for the plan of work. It perhaps should involve economic information focusing on a phase of regional and State programs. Local situations or problems of economic production, etc., should be indicated. An analysis of statistical facts should justify each farm or home demonstration undertaken and possibly its relation to long-time objectives.

#### II.

##### Solution of Problem

How losses mentioned under each subdivision can be prevented should receive consideration under the section dealing with solution of



problems, as well as remedies proposed and designed to raise farm income or add comforts to the home. Proposals made, however, should be in keeping with recommendations of State experiment station or other approved research data, and evidence should be developed through farm and home demonstrations.

III

Definite Goals for the Year

Volume of results contemplated, as expressed in goals, will suggest intensity of work and procedure necessary to record them. List in columns counties or approximate number of counties to carry specialist work, number and kind of demonstrations to be established, number of club members to be enrolled, number of local leaders to be trained to carry on under the direction of county agents. Also list county goals as to teaching methods, such as number of field meetings, tours, educational exhibits, series of circular letters, etc., especially those in which the specialist expects to participate.

IV

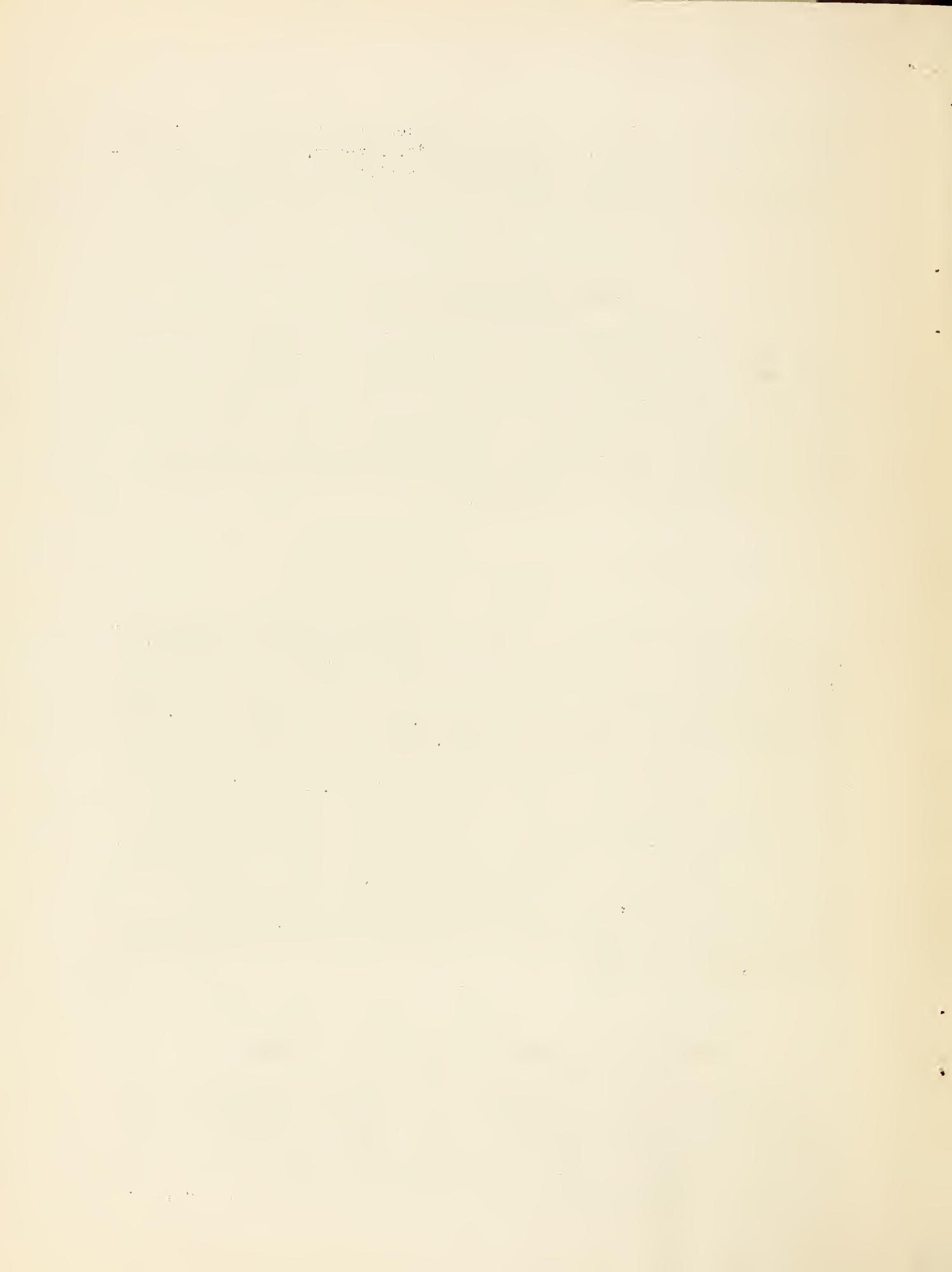
Extension Procedure or Teaching Methods

Indicate how factual information showing the situation and solution of problem will be used at general discussion meetings, demonstration meetings, and project committee meetings of leaders, adult and junior, who are to assist county agents in extending the work. Describe types of demonstration that will be used to furnish proof of the answers to problems, and give explanations of how result demonstrations will be used at field or home meetings and tours; how campaigns will be designed to further the work; the development and use of series of news articles, radio talks, circular letters, posters, film strips; how achievement days and educational exhibits will be used to serve as a climax to the year's work. Explain how these methods will be used in an organized way with both adult and 4-H club work and, if possible, with groups of young men and women. State new methods that have proved successful. State how plans for cooperation with other specialists, club agents, and district agents will be worked out to coordinate activities and procedure of teaching methods. Show how plans for cooperating with governmental and other agencies will be worked out. Set out definitely the responsibility of each cooperating agency.

V

Extension Literature and Illustrative Material

In some instances good literature is the controlling factor back of effective work. Local leaders cannot be expected to work effectively if satisfactory literature is not provided. This is more often needed for 4-H club work than for adult work. List only the literature needed to be prepared during the year covered by the plan. Show charts or posters and explain use by county agents, also desirable film strips, etc., that have proved useful.



VI  
~~SPECIAL~~  
Measuring Results

Units of measurement should be comparable to goals set; however it is often possible through tabulation of demonstration reports and records to get a clear picture of annual progress. A simple survey made of sale records, such as those for animals, plants, bushels of seed, tons of fertilizer, or other products will aid also in recording progress made. A State map may prove useful to record definite progress in the annual report.

VII

Calendar of Work

The calendar of work should show the contemplated activities of extension workers by months. Specialists may use their own methods of tabulating this, however; a convenient method of setting up this calendar is to record all activities on the left-hand margin of a page, placing the months of the year across the top of the page. By inserting a check mark under the month the activity is proposed, and opposite the activity scheduled on left-hand margin, the period of time can be shown.

Signatures

Space should be provided at the end of the plan for the date and signature of the State director of extension, the specialist involved, the regional agent in charge of Southern Section, the Chief of the Division of Cooperative Extension, United States Department of Agriculture. Two signed copies are forwarded to Washington. If approved in form submitted, one signed copy will be returned to the State.

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